

15 September 1977

MEMORANDUM FOR: Director of Data Processing
THROUGH : Executive Officer
FROM : [REDACTED]
Chief, Administrative Staff, ODP
SUBJECT : Administrative Staff Weekly Report
12-16 September 1977

STATINTL

1. Space

STATINTL

a. We are continuing to pressure Logistics Services Division to find another 3000 square feet of space in the [REDACTED] Building (in addition to the recently won 1600 square feet) in order to accommodate all of A Division, taking into account its projected strength into FY79. The only source of this additional space would be Office of Logistics or Office of Communications. We have been able to squeeze several additional work spaces into the already crowded CAMS space in the interim. [REDACTED] STATINTL

b. Logistics Services Division has assigned a Priority II to the renovational reconfiguration of the DD/P and Support Staff offices. The work was requested last February and its estimated completion date is unknown. [REDACTED] STATINTL

2. Logistics

a. We have submitted our last requisitions using FY77 funds to Office of Logistics. These included routine paper supplies and a Heath kit Minicomputer for use in training.

b. Printing and Photography Division has finally approved replacement of Processing's Xerox 3600 with a Kodak 100F copy machine. Advantages include 4200 vs 3600 copies per hour, multiple copy feed, multiple paper supply with push button selection, two sides copying ability, and better quality reproduction. [REDACTED] STATINTL

3. 1977-78 Consolidated Fund Campaign

Envelopes and instructions have been distributed to division key persons. The campaign will be conducted during the rest of September through October. Please remember that each and every envelope must be accounted for. ODP's goal this year is \$8,871.00. We only achieved 83% of our 1976-77 campaign goals. Let's do better this year.

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4. Early Retirement

The Special Retirement Options which would allow early retirement for employees eligible under certain criteria (See DD/A Administrative Instruction No. 77-2) has been extended through 31 December 1977. Any questions should be addressed to

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5. Overdue Fitness Reports

ODP has 17 Fitness Reports which are from 4 to 7 months overdue. Supervisors who have not written these Fitness Reports have been reminded to do so as soon as possible. A serious effort will be made in the coming weeks to reduce the number of Fitness Reports which are delinquent by more than one month.

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